



Volunteer! Lynchburg

Job Description Form

Department/Division: Public Works / Waste Management

Location: Waste Management Facility and designated City locations

Job title: Volunteer to man City's Recycling sites to assist citizens

Reports to: Amy Lowe (455-6335)

Title: Administrative Support Associate

Type of position:

- ☒ **Volunteer**
☐ **Intern**

Scheduling:

Hours /week

Days

- ☐ **Monday** ☐ **Tuesday** ☐ **Wednesday** ☐ **Thursday** ☐ **Friday**
☒ **At discretion of volunteer**

Skill requirements:

- Good oral communication skills and willingness to help others

Education Requirements:

- Recommend that volunteer completed elementary school

Description of Duties:

1. To help unload recycables from citizen vehicles and place materials in appropriate recycling bins.
2. Discuss recycling program with citizens to help increase understanding and awareness.

**Background/DMV Checks
Required**

- ☐ **Criminal Background Check**
☐ **DMV Check**

Degree of Physical Risk for Position

- ☐ **Low Degree**
☒ **Some Degree – please explain:** Lifting of recycling materials and being close to vehicles pulling up to drop-off materials.
☐ **High Degree – please explain:**

Benefits for Volunteer/Intern:

- Satisfaction of helping others doing good for the environment and helping to extend the life of the City's landfill.